

SECTION V - ELIGIBILITY REVIEW/REEMPLOYMENT ASSISTANCE

1. Eligibility Review (ER). The goal of the ER process is to ensure proper administration of the Liable State's "able, available and actively seeking work" provisions. This is to ensure that benefits are paid only to claimants who meet the Liable State's eligibility requirements. It is the responsibility of the Liable State to administer the ER program with respect to interstate claimants.

a. Obtaining Information and Reviewing Work Search Efforts. The Liable State should contact the claimant directly and follow-up, as appropriate. To do so, it is suggested that the Liable State use existing intrastate forms or develop a specific form for use in monitoring interstate claimant's continuing ability and availability. The State may wish to include the following on such form:

(1) Types of Work Sought. Such information would enable the Liable State to determine if the type of work sought is consistent with the claimant's occupational classification, prior work experience, education and/or training. This information could also potentially assist the Liable State in determining if the claimant can realistically expect to find such work in the local Agent State labor market.

(2) Methods of Contact. Such information would enable the State to determine if the claimant's methods for contacting employers are appropriate to industry practices.

(3) Names, Addresses, and Phone Numbers of the Individuals and Firms Contacted. The information recorded on each contact should enable the Liable State to determine if the claimant's work search is thoroughly and thoughtfully planned, and that pertinent information is maintained by the claimant to facilitate follow-up. It also provides the information needed for work search verification (see item 6 below).

(4) Results of Contacts. This information may indicate there are possibilities of immediate employment for the claimant.

(5) New and Follow-up Contacts. This information should indicate if the claimant's follow-up contact(s) are made for specific reasons, e.g., based upon an employer's request to check back later, or if the number of follow-up contacts appear to be excessive for the reporting period.

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(6) Names and Positions of People Contacted. This information should enable the Liable State to determine if it is customary for persons holding the position or organizational title of those contacted by the claimant to know of openings and/or have the authority to hire.

(7) Applications Left with Employers. This information should enable the Liable State to determine if the type of firms that the claimant is contacting take and maintain applications from walk-in job seekers or from other sources.

The information provided by the claimant should be evaluated in relation to information available from other documents in the record and available information pertaining to the Agent State local labor market.

b. Verification of Employer Contacts

(1) This step may be an integral component of the Liable State's ER process. Verification provides information about the claimant's job search from the employer's prospective.

(2) If the claimant shows positive results with an employer (such as a hire or possible future hire), that employer contact probably should not be verified, as it may jeopardize the claimant's chances for the job.

(3) To produce satisfactory results, verification should be done as soon as possible after the work search contact. Verification may be by phone or mail.

(4) The Liable State should use discretion when verifying reported work search contacts. For example, if a claimant asks that a reported contact with a specific employer not be verified, the request should be honored as some employers may have a negative bias against individuals that are receiving unemployment compensation.

2. Agent State Responsibilities. The Agent State is not responsible for conducting ER interviews of interstate claimants. However, it is responsible for assessing the claimant's skills, employability, and needs for reemployment assistance and/or supportive services, for making necessary Job Service referrals and for notifying the Liable State of any issues detected.

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The Agent State is also encouraged to assist the Liable State by providing local labor market information when necessary for the determination of eligibility.